



**ZEAL EDUCATION SOCIETY'S  
ZEAL COLLEGE OF ENGINEERING AND RESEARCH  
NARHE | PUNE -41 | INDIA**



Record No.: ZCOER/EXAM/R/01

Revision: 00

Date: 01/04/2021

**EXAMINATION SECTION NOTICE**

**Department: Examination      Academic Year: 2024 – 2025      Date: 26.12.2024**  
**ZCOER/AD/EXAM/ 217**

**Notice (Examination Form-F.Y.M.Tech & F.Y. MBA)**

**All First Year M.Tech & F.Y. MBA students are advised to read this notice carefully before filling out the examination form.**

The process for filling the Examination Form for **ODD SEM (winter) AY 24-25** is scheduled as follows:

- **Without Late Fee:** From **26/12/2024** to **29/12/2024**
- **With Late Fee:** From **30/12/2024** to **31/12/2024**

The form must be filled out through the **Uniapps Exam Portal**

(<https://uni.zcoerapps.in/landing>) and the applicable fee of **₹2500/-** should be paid online.

After 29/12/2024, 11.59 PM: A late fee of **₹250/-** will be applicable for submission of exam form.



**Note: Be patient and do not close or minimise the payment portal page till the system automatically redirects to the learner portal. The Exam Form Filling Manual is attached for your reference.**

**Instructions for Filling the Examination Form**

**1) Login Credentials:**

- Your **Login ID** is your ZPRN (check you're ID card).
- Your **Password** is your registered mobile number (Which you have given at the time of admission, to change that number contact your department ERP coordinator)
- **Change your password after the first login for security reasons.**



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## 2) Profile Updates:

- Ensure your **ABC ID** is filled in your profile before starting the exam form.
- Upload your **signature** in your profile:
  - Use a white background for your signature.
  - Crop the image to remove blank spaces around the signature.
  - Add comment “Uploaded Signature & ABC ID”

## 3) Fee Payment:

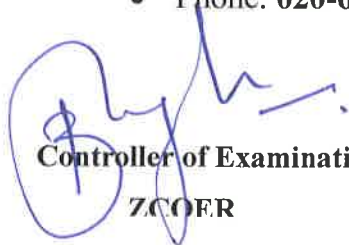
- Pay the examination fee online through the provided link on the exam portal.

## 4) Form Submission:

- Double-check all details in the form before submission.
- Carefully select ‘Professional Elective – I and Open Elective – I’ for M. Tech
- Carefully select ‘Program Elective – I’ for MBA
- Verify the status of your exam form on the portal after submission. **The final status of your Exam Form should be APPROVED. Approval will be carried out by your respective department.**

## 5) For Assistance:

- **Technical Issues (Like Correction, Approval, Mobile Number Updating, etc):** Contact your department’s ERP Coordinator.
- **Examination Section Queries:**
  - Email: [exam.zcoer@zealeducation.com](mailto:exam.zcoer@zealeducation.com)
  - Phone: 020-67206130

  
**Controller of Examination**  
**ZCOER**



  
**Principal**  
**ZCOER**



### Instruction Manual for Exam Form filling

#### Steps for Examination Form Filling:

##### 1. View and Update Profile

- On the left panel Menu --> Click on Profile. Verify your Mobile number and Email ID (it will be used to receive OTP). If you want to change Mobile number and Email ID, contact to Department ERP Coordinator.

<b>User Details</b>	
Photo (JPG)	
Signature (JPG)	Signature unavailable.
Username *	124BT11522
Full Name In Regional Language	
Full Name *	AGA REHAN ALTAF
Gender *	Male
Caste *	
E-mail *	
Mobile *	
Enrollment Number *	124BT11522





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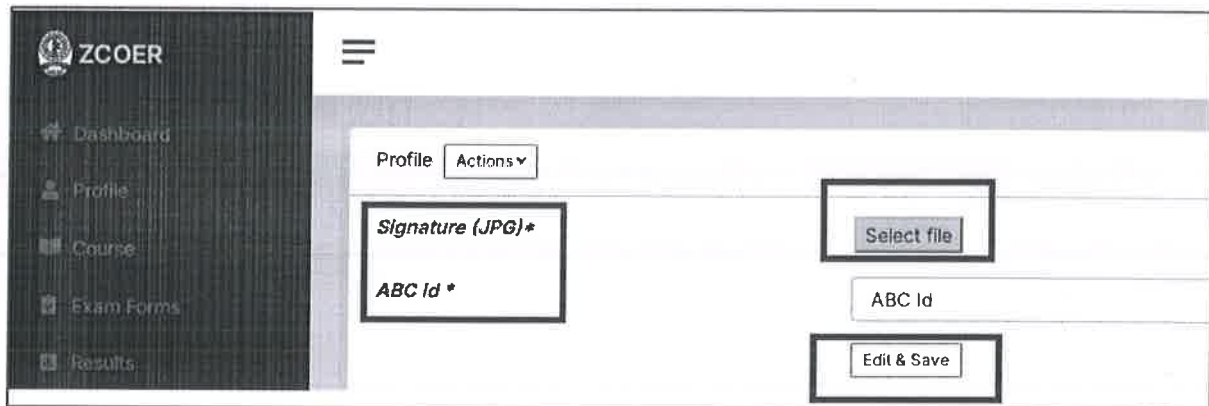
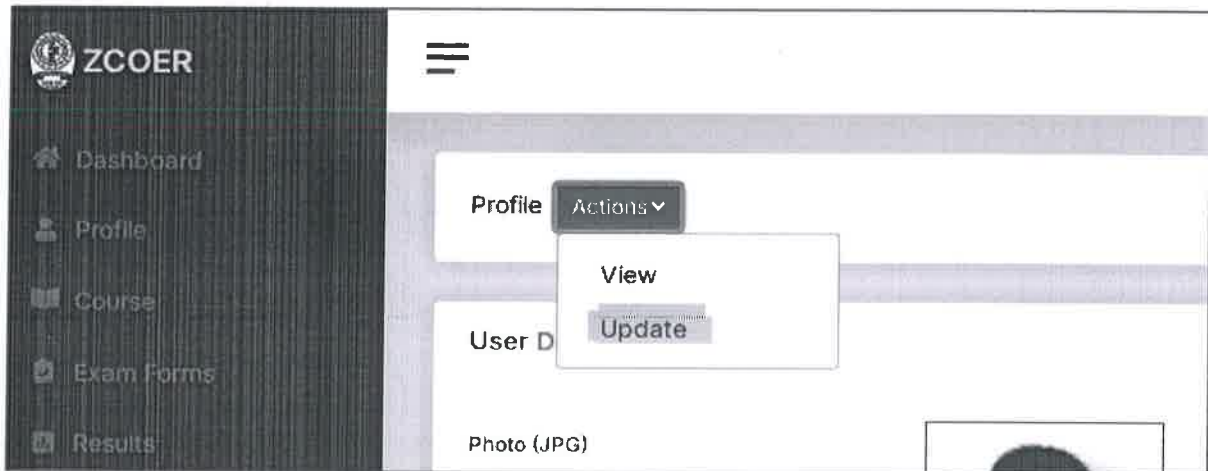


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- o Now in the profile --> click on Action --> Update. Then Upload Your Signature (with white background), Enter Your ABC ID and Click on Save.



- o Add comment “ Uploaded Signature & ABC ID”





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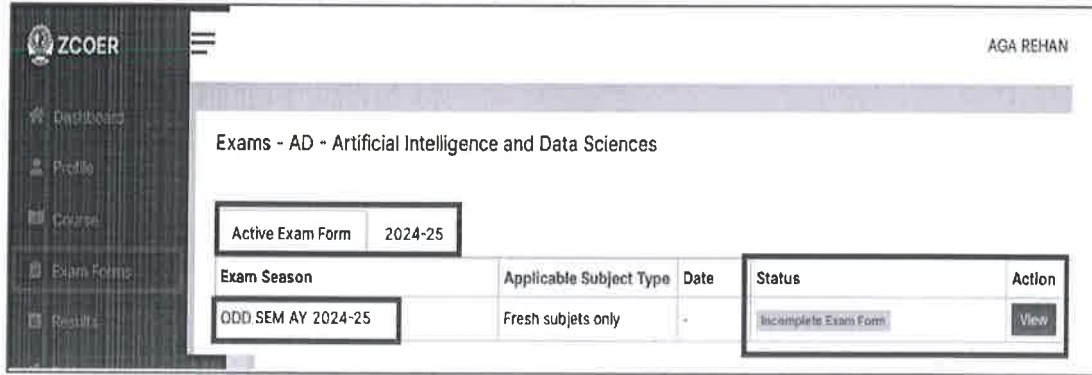
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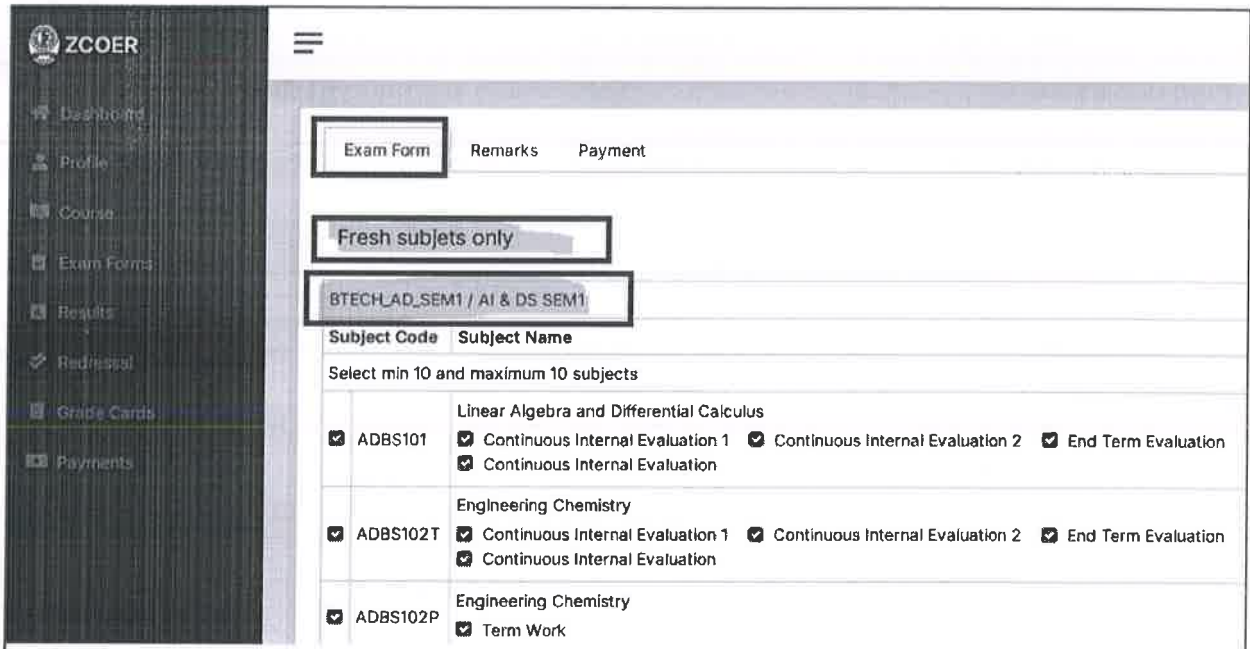
Date:01/04/2021

**2. Fill Examination Form**

- On the left panel Menu, Now click on Exam Forms.
- In-front of Exam season, click on View.



- Check the Subjects visible in your login (Check syllabus copy).





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- *Scroll Down and Choose your 'Professional Elective – I and Open Elective – I' for M. Tech (only one).*
- *Scroll Down and Choose your 'Program Elective – I' for MBA (only one)*
- *Click on Confirm and Submit Exam Form.*

**Fresh subjects only**

ME41201 / MBA / 001  
Subject Code  
Select up to 10 subjects among 30 subjects

Subject Code	Subject Name	Credits
ME41201	Probability of Management <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
ME41202	Marketing Management <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
ME41203	Operational Research <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
ME41204	Accounting for Managers <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
ME41205	Managerial Economics <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
ME41206	Business English <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term Evaluation	3
ME41207	Business Communications <input type="checkbox"/> End <input type="checkbox"/> Continuous Internal Evaluation	3
ME41208	Financial Management <input type="checkbox"/> End <input type="checkbox"/> Continuous Internal Evaluation	3
ME41209	Human Resource Management <input type="checkbox"/> End <input type="checkbox"/> Continuous Internal Evaluation	3
ME41210	Business Law <input type="checkbox"/> Continuous Internal Evaluation <input type="checkbox"/> End Term	3
ME41211	Intellectual Property Rights <input type="checkbox"/> End Term Evaluation	3
ME41212	Business Environment <input type="checkbox"/> End Term Evaluation	3

Click on the 'Confirm' button to submit the form.

- *On the next page, pay the Examination fees through online mode only.*

**Payment Remaining**

Base Fees (₹)	
Late Fees (₹)	0
<b>Total To Be Paid (₹)</b>	
Discount (₹)	0
<b>Total Paid (₹)</b>	0
<b>Total Remaining (₹)</b>	<b>Pay Rs. 2500</b>

- *After the successful payment, Examination form will be submitted and no changes will be allowed. Check for Approval of Examination form / Corrections if any from time to time.*





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# Thank You

